

Dual Credit/Dual Enrollment Scholarship High School Certification Instructions

1. MDHEWD will email a list of potentially eligible applicants and a Certification Statement to the individual designated as the certifying authority for each high school.
 - a. The potentially eligible applicants will include students who submitted an application, and whose adjusted gross income information was postmarked, by the deadline for the current evaluation/payment cycle.
 - b. The applicant information will be prepopulated in the first nine columns (A-I) of the certification template to reduce the amount of data entry required by high schools. ***It is extremely important that the information in these fields remains unaltered.***

Column A, High School: Required for MDHEWD processing.

Column B, Term: Indicates the semester for which the student is requesting aid as provided on the application. ***Note:*** *For the 2021-2022 academic year, funding is available for the spring 2022 semester only. However, several students applied for only the fall semester. These students will be provided to the applicable high schools in a separate template for review/submission. If the students are enrolled in spring 2022 dual credit/dual enrollment coursework and are otherwise eligible, MDHEWD will process the application as a spring request.*

Column C, StudentID: An MDHEWD assigned unique identifier required for processing.

Column D, Last Name: The student's last name as it was submitted in the application.

Column E, First Name: The student's first name as it was submitted in the application.

Column F, MI: The student's middle initial as it was submitted in the application (may be blank).

Column G, Parent Name: The parent's name as it was submitted in the application. Non-personally identifiable information (PII) provided to help the high school match the student to their records.

Column H, Dual Credit: Marked with an "X" if the student indicated they were enrolled in dual credit coursework on the application. Provided to inform the school of the type of coursework the student indicated they were taking.

Column I, Dual Enrollment: Marked with an "X" if the student indicated they were enrolled in dual enrollment coursework on the application. Provided to inform the school of the type of coursework the student indicated they were taking. Intended to help high schools identify dual enrollment coursework the student may be taking without high school involvement.

**Dual Credit/Dual Enrollment Scholarship
High School Certification Instructions**

2. The certifying high school official will:
 - a. Verify whether each listed student has met the eligibility criteria in the Certification Statement.
 - b. Provide the following information beginning in Column J for each dual credit and/or dual enrollment provider associated with each eligible student. There are three fields associated with each provider (information may be entered for up to five providers):
 - i. The **full and exact** name of the Dual Credit/Dual Enrollment provider. **Do not abbreviate.** For example, enter Best Choice University instead of BCU or Best Choice Univ. The names of the providers must be consistent for MDHEWD to accurately create the certification rosters for each provider.
 - ii. The estimated number of dual credit or dual enrollment hours the student will be taking from the applicable provider.
 - iii. The estimated hourly rate the student will be charged by the applicable provider for the number of hours taken. **Fields should be pre-formatted as currency. If not, please format the rate fields as currency before submitting.**
 - c. Leave the cells in Columns J to X empty for each ineligible student.
 - d. Sign and date the Certification Statement.
 - e. E-mail the completed Certification Statement and certification roster to DCDE@dhewd.mo.gov.

Notes:

1. MDHEWD recommends you retain the original file and complete/submit a saved copy of the file.
2. The certification roster can accommodate information for up to five providers.
 - If a student has fewer than five providers, only enter information in the applicable fields and leave the remaining fields empty. For example, if a student has only one provider, enter information in the Dual Credit/Dual Enrollment Provider 1, Est. Hours 1, and Est. Rate 1 fields (Columns J to L). The remaining fields in columns M to X will remain empty.
 - If a student has more than five providers, contact MDHEWD at (800) 473-6757, option 4.
 - If a student is charged multiple rates by the same provider, treat that same provider as you would a different provider. For example, if a student is taking 6 hours of dual credit coursework from Best Choice University with 3 hours at a rate of \$75.00 and 3 hours at a rate of \$70.00, you would enter Best Choice University as both Provider 1 and Provider 2:

Dual Credit/Dual Enrollment Scholarship High School Certification Instructions

J	K	L	M	N	O	P	Q	R
Dual Credit/Enrollment Provider 1	Est. Hours 1	Est. Rate 1	Dual Credit/Enrollment Provider 2	Est. Hours 2	Est. Rate 2	Dual Credit/Enrollment Provider 3	Est. Hours 3	Est. Rate 3
Best Choice University	3	\$ 75.00	Best Choice University	3	\$ 70.00			

3. It is intentional that there are no fields for the high school to report whether the coursework is dual credit or dual enrollment. Since both types of coursework are eligible for reimbursement, MDHEWD does not require that information for processing. The Dual Credit and Dual Enrollment indicators provided in Columns H and I are for informational purposes only to help high schools identify students who may be taking dual enrollment coursework of which the high school is unaware.

If you have any questions or need assistance, please contact:

Connie Bestgen, financial aid specialist
(800) 473-6757, option 4, (573) 751-1772, or connie.bestgen@dhewd.mo.gov

Amy Haller, financial aid specialist
(573) 526-7958 or amy.haller@dhewd.mo.gov

Kelli Reed, Senior Associate
(573) 751-2444 or kelli.reed@dhewd.mo.gov